

CREDITOR -- Quick Reference Guide**Request for Notice (batch)**

Step	Action
1	Click on the <u>Bankruptcy</u> hyperlink
2	Click <u>Creditor Filings</u>
3	Select <u>Request for Notice (batch)</u> - click NEXT
4	Enter the case number(s) - click NEXT
5	Verify case number(s) and debtor name(s) - click NEXT
6	Click the BROWSE button beside the debtor's case number and name to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach for this debtor. Select the correct PDF and click Open . If more than one debtor is listed click the Browse button beside each debtor and follow the previous steps. NOTE: To view the document select the correct PDF , Right Click , and Click Open
7	Enter the Name of the Party filing the Notice Request in the appropriate field - click NEXT
8	A message screen will come up reminding you to add the creditor to the case through creditor maintenance - click NEXT NOTE: To add creditors see the Enter Creditors quick reference guide.
9	Click - NEXT
10	At Docket Text: Final Text screen verify that the text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event.
11	The Notice of Electronic Filing screen appears and your transaction is complete NOTE: Remember to add the creditor to the case through Creditor Maintenance.